

SECRET

PAD		INFO	ACTION	FILE
CHIEF				PAD 74/62
DEPUTY				8 June 1962
INFO				
SEC				

Chris  
Whitely

MEMORANDUM FOR: Executive Director, NPIC  
 FROM: Chief, CIA/PAD  
 SUBJECT: PAD Capability for Independent Work on a Second Shift Basis

1. PAD has the capability for independent work on a second shift in accomplishing departmental work. Nationally, the question would involve all participants in PAG and requires an answer from NPIC. Second shift work would primarily pose a problem for NPIC support elements in that they would receive so much work whether working with the PI on a second shift or catching it all on one shift.

2. It is believed that a second shift is not the answer to our problem--at least as far as the PI is concerned. Lack of space would not dictate a second shift. In fact, it is felt that a second shift only would add to current difficulties, e. g., promoting and maintaining close liaison with requestors, requirement processing, administration, etc.

3. It is recommended that a re-evaluation and possible readjustment of concepts and procedures at NPIC would probably eliminate all thought of a second shift. Such re-evaluation should include:

- A. The MCI (See PAD Memo to Director, NPIC, [redacted] dated 9 April 1962) 25X1
- B. Detailed Plotting: Is this necessary and does its value and use justify tying up so many people in producing it--plotters, draftsmen, reproduction, etc?
- C. Target Briefs, Information Retrieval:  
 (See NPIC/D-68-62, dated 16 May 1962)  
 Is it necessary to update 1000 target briefs and produce 1000 new target briefs, etc? Is the backlog in information retrieval realistic and required in support of a much smaller backlog throughout the rest of NPIC?

4. In summary:

- a. PAD could work an independent second shift.
- b. Such a step would only require more work from NPIC support elements whether on one or two shifts.

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MEMORANDUM FOR: Chief, CIA/RAD(NPIC)

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FROM:

- c. We do not feel that a second shift is needed or justified for the PI.

SUBJECT:

- d. We believe the answer to the Center's ills will be found by drastically re-evaluating and readjusting NPIC concepts, and formats, of such items as the present MCI.

increasing P.I. production effort. However, considering our present on-board complement this system has little to support it. Keeping pace with projects requires more analysts. Unless recruiting results change rapidly production will still be handicapped by lack of people needed to do the work.

2. A procedure applied [redacted] is to utilize our analysts presently available in an efficient manner of sixteen hours a week divided among two nights of 4 hours each and a full day Saturday. This would insure immediate results and the tremendous asset of experienced PI's.

25X1

25X1

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MEMORANDUM FOR: Chief, CIA/PAD(NPIC)  
FROM: Chief, ABCB/PAD  
SUBJECT: Comments on Double Shift

DATE: 7 June 1962

1. A double shift capability would greatly aid in increasing P.I. production effort. However, considering our present on-board complement this system has little to support it. Keeping pace with projects requires more analysts. Unless recruiting results change rapidly production will still be handicapped by lack of people needed to do the work.

2. A procedure applied successfully before is to utilize our analysts presently available in an overtime program of sixteen hours a week divided among two nights of 4 hours each and a full day Saturday. This would insure immediate results and the tremendous asset of experienced PI's.

25X1

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IB - 48/62  
5 June 1962

MEMORANDUM TO: Chief, CIA/PAD (NPIC)

FROM : Acting Chief, PAD/IB

SUBJECT : Work Shifts

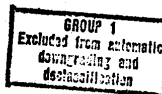
1. At the 1 June Staff Meeting you requested a memorandum from each Branch Chief stating feasibility of each Branch working on shifts without support from other components of NPIC.

2. If necessary the Industrial Branch could efficiently work on a shift basis on Departmental projects without support from other NPIC components. Joint projects, however, would require support from non-PAD personnel. Last month, 41% of the project time of PAD/IB was spent on MCI-type joint projects. With the anticipated influx of new materials it appears that possibly even a larger percentage of our time will be devoted to MCI Joint NPIC Projects, which by definition, cannot be handled independently, and will require support from NPIC.

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SS 93/62  
5 June 1962

MEMORANDUM FOR: Chief, CIA/PAD (NPIC)

FROM: Acting Chief, PAD/SS

SUBJECT: Work Shifts in PAD

1. In answer to your request for comments if PAD went on shifts and NPIC did not, the following is submitted.

2. In so far as the Requirements Section is concerned, it is felt that if each shift overlaps the NPIC day shift at least one hour all necessary business can be effected.

3. The Support Section envisions no specific problems as long as there is overlap with NPIC shift.

4. It is felt that  should work hours that coincide with Operations. STAT

5. The sec/stenos will find shift work hardest to adjust to - night hours in this vicinity, car pools with NPIC personnel, etc.

6. As a suggestion, rather than shifts, work a five day, ten hour week provided overtime can be paid.

STAT

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OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, CIA/PAD (NPIC)

M/EB 161/62  
DATE: 8 June 1962  
Copy 1 of 3

FROM : Chief, PAD/MEB

SUBJECT: Work Load in M/EB

The Missile/Electronics Branch of PAD is capable of working either extended hours or a shift operation without an increase of either external or internal support. This fact is not influenced by either departmental or nationally assigned projects. The only prerequisite is that the work load be organized in such a fashion that duplication is held to a minimum.

25X1

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